

Forest Park PTA Executive Committee Monday, September 25th, 2023 Meeting held at Forest Park Elementary

2023-2024 PTA Executive Board:

Courtney Black- President
Madeline Moore - President-Elect
Erin Long - Treasurer
Lacey Watts - Treasurer-Elect
Anna Shelley - Secretary
Mollie Campbell – Education
Sarah Duke - Buildings and Grounds
Grace Fleeman – Outreach (absent)
Kami Coleman- Communication (absent)
Julianna Garner- Hospitality
Sydney Ross- Welcoming

Courtney Black welcomed group and called the meeting to order at 8:00 am.

Old Business, Courtney Black, and Approval of September Minutes, Anna Shelley:

- A. Shelley called for a motion of approval for the September minutes. Madeline Moore motioned to approve, Erin Long seconded the motion to approve.

New Business, Courtney Black:

- Fun Run Kick-Off- Callie Gutierrez and Sarah Gibson co-chairing this year; \$55,000 is school-wide goal, would love to meet \$60k (\$250/student); great prizes for students who hit fundraising goals
- Jefferson Pavilion Donation Request- Jefferson Elementary is building a new pavilion in honor of a former student who passed away from cancer. C. Black asked for approval of a donation to give towards this construction. E. Long and C. Black will meet to figure out where money will come from budget to give towards cause.
- Accelerated Reader and Brain Pop subscriptions- C. Black met with Ms. Ketcher; Accelerated Reader has been built into the budget; this idea will be presented to the District for approval. Brain Pop will not have to be approved by District before purchase
- School Secretary update- Ms. Robin is on FMLA leave (probably through the fall), two substitutes have stepped in to fill the role

Financial Review, Erin Long:

- Southern Supper did very well (total income over \$4,000, spent \$1,200); Bake sale (\$419 Venmo, \$526 cash)
- Spirit Shop income is up (\$17000 income, spent around \$11,000); Pass the Plaid did very well at Grandparents Day and Southern Supper
- Raised around \$11,500 for fall Fun Run fundraising thus far

Hospitality Update, Juliana Garner:

- Happy Cart begins this week; Fifth grade parents supplemented the cart this month
- J. Garner asking about when to send out info for making pumpkin bread loaves for FP faculty/staff, setting up and sending out the Sign-Up Genius link

Outreach Updates, Courtney Black for Grace Fleeman:

- Halloween Costume Drive to be sponsored by Forest Park Student Council benefitting Women and Children First; look for donation drop-off boxes at the front door of the school; announcement on morning news coming soon

Welcoming Updates, Sydney Ross:

- Fall Preview will be Thursday, November 9- will be sending out pumpkins with attached invitation to Fall Preview and Pumpkins in the Park
- S. Ross asked for any new names of incoming students
- Major possibility of not having a Pre-K 4 program next year; waiting for District to make a formal announcement before crafting a message specifically from Forest Park; M. Campbell mentioned needing to come up with a positive message about Fair Park Early Learning Center being a great transition for Forest Park, trying to craft a positive message to get it out ASAP; C. Black will meet with Ms. Ketcher to check-in about official announcement date
- "LRSD Check-Ups Out Days" next week, S. Ross said that there will be a booth available for possible requested tours

Communication, Courtney Black for Kami Coleman:

- Please send updates for E-Blast by Friday before blast is to go out
- Anna and Courtney will be helping with a few items related to the FP Directory
- Reminder to be sure and send information for Getting to Know you posts on Instagram

Education Updates, Mollie Campbell:

- Chess Club has officially filled to capacity, asking for t-shirts to be made; M. Campbell going to facilitate getting t-shirts made for the club members to be funded by Chess Club budget
- Mr. Hansen talked about possibly opening up an after-school Robotics club
- "Character Trait a Month" to be featured on a bulletin board inside the school- promote the trait among teachers, highlight students on bulletin board

Building and Grounds Updates, Sarah Duke:

- C. Black asked S. Duke for assistance with ordering new picnic benches- said that FP received a grant from the LR Garden Club for purchasing new picnic tables for the orchard; ordering will go through Ms. Ketcher when finalized
- Kristin Taylor has a sample picnic table to consider in PTA garage

Upcoming Events, Courtney Black:

- Patriotic Assembly, Friday, September 29: Fourth and Fifth grade students to perform, parents welcome; still trying to secure a Guest Speaker, Anna Strong who is running unopposed for School Board will be present
- PTA General Meeting, Tuesday, October 3, 8AM
- Walk to School Day, Wednesday, October 4; still a need for granola bar donations, may be dropped in a box at front of school; mounted policemen will be at school this day
- Pumpkins in the Park, Thursday, October 19; Frances Mitchell and Mary Katherine Hastings in charge, wristbands to be purchased and worn during event as “tickets”; wristbands will be given to Ms. Gray to give out, teachers will be given wristbands to hand out for good behavior incentives for students; M. Campbell brought up the need to block off through street that runs in front of school during school-wide after hour events for safety issues/concerns
- Flu Clinic, Thursday, October 26- Nurse Pam will be needing volunteers to walk students to/from classrooms, sign-up coming soon via E-Blast
- October Farm to School Month Proclamation Day, Thursday, October 26

S. Ross asked about possibly moving Book Fair to coincide with Grandparents Day. Huge opportunity to make even more money. E. Long mentioned this possibly taking away from the sales of the Spirit Shop and Pass the Plaid pop-up shops.

J. Garner asked about Pre-K performances, including the barnyard dance. C. Black will follow up.

PLEASE submit VIPs Hours via the PTA tab on website.

Courtney Black adjourned the meeting at 8:45 AM.

Minutes submitted by:
Anna Shelley, PTA Secretary

Minutes approved by:
Courtney Black, PTA President